

Enfield Recreation Department FALL 2006



**Angelo Lamagna Activity Center
19 North Main Street
Enfield, CT 06082
(860)253-6420
www.enfield-ct.gov**

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ATTENTION!

Due to insufficient numbers of Lifeguards and Swim Instructors, the Enfield Recreation Department is sorry to report that we are unable to run our 2006 Fall Aquatics Program. We hope to run the Winter session.



ENFIELD RECREATION DIVISION PROGRAM REGISTRATION

Please fill out the registration form completely. See page 2 for registration information.

PARENT/LEGAL GUARDIAN NAME: _____

ADDRESS: _____
_____ **PHONE:** _____

IN CASE OF EMERGENCY (other than parent/guardian):

CONTACT NAME TELEPHONE NUMBER

HEALTH CONCERNS: _____

1. PARTICIPANT'S NAME: _____

AGE: _____ DOB: _____ SEX: _____
PROGRAM NAME: _____ FEE: _____
LOCATION: _____ DAY: _____ TIME: _____
START DATE: _____
Alternate Choice: _____

2. PARTICIPANT'S NAME: _____

AGE: _____ DOB: _____ SEX: _____
PROGRAM NAME: _____ FEE: _____
LOCATION: _____ DAY: _____ TIME: _____
START DATE: _____
Alternate Choice: _____

RELEASE AND WAIVER

In consideration for participating in the above-referenced program/activity sponsored by the Recreation Division of the Town of Enfield, I hereby waive and release the Town of Enfield, its agents, officers and employees, whether paid or voluntary, from and against any and all claims, suits, actions, damages, liabilities, costs, expenses and or judgments, including attorney's fees and court costs, which may arise from my or my child's participation in the above-referenced program/activity or any illness or injury resulting there from, either directly or incidentally.

I hereby represent that I understand and am familiar with the nature and type of activities in which I or my child will participate as part of the above-referenced program/activity. I further represent that I am, or my child is, in good physical and mental health condition and that I am unaware of any physical or other health condition that would affect my or my child's ability to participant in the above-referenced program/activity.

I acknowledge that I will be solely responsible for the furnishing of all safeguards and appropriate equipment for protection against injury.

I have read this document and understand and agree to its terms and conditions.

PARTICIPANT/PARENT/LEGAL GUARDIAN SIGNATURE DATE

DID YOU INCLUDE THE FOLLOWING?

Separate Checks _____ Proof of Residency _____ Self-Addressed Stamped Envelope _____ Complete Form _____

REGISTRATION INFORMATION

The Enfield Recreation Department will accept mail-in or walk-in registrations only. Please read the below information carefully. **NOTE:** Mail-in registration will be processed first. The Enfield Recreation Department is **NOT** responsible for lost or untimely mail delivery.

Resident Mail-In Registration

Deadline: SEPTEMBER 15, 2006

Those registrations that meet the **September 15** deadline will be **processed at random after September 15 (on a lottery basis not first come, first served)**. Once registrations received by September 15 have been processed, all mail-in registrations received after this date will be processed, at random, on a daily basis until classes are full. Incomplete registration forms will **NOT** be processed until all items are received.

1. Complete registration form. Include alternate program, if appropriate.
2. Include a **separate** check or money order payable to the "**Enfield Recreation Department**" (unless otherwise noted in description) for each program requested. Individual checks or money orders will be returned for unavailable programs. Mail-in registrations received without payment will be returned.
3. Include a self-addressed stamped envelope so we may confirm your registration by mail. **NOTE:** If you have not received your confirmation a week after the registration deadline, please contact the Recreation Department.
4. Include a photocopy of proof of residency. Acceptable forms of ID are: valid driver's license, tax bill, utility bill, renter's/homeowner's agreement. **NOTE:** A check is not considered proof of residency.
5. Mail the registration form, check(s) or money order(s), self-addressed stamped envelope and proof of residency to:

*Enfield Recreation Department
Fall Registration 2006
19 North Main Street
Enfield, CT 06082*

Walk-In Registration/Non-Resident Registration

The Recreation Department will accept walk-in and non-resident registrations beginning Monday, September 25 at the Recreation Office, Monday through Friday, 9:00a.m. – 5:00p.m., if space is available. **NOTE:** All resident mail-in registration that is received prior to September 25 will be processed before the September 25 walk-in/non-resident registration.

The parent or legal guardian must register their child. We will **not** accept notes allowing friends, grandparents, etc., to register a child. Registration will **not** be accepted before the initial registration date and phone registrations will **not** be accepted. All fees must be paid at the time of registration. Checks are made payable to the Enfield Recreation Department. A parent's or legal guardian's signature is required for all children's programs.

The Recreation Department welcomes persons with disabilities in all programs and services. Please call our office so that we will know how to best serve you.

GENERAL INFORMATION

The offices of the Recreation Department are located in the Angelo Lamagna Activity Center at 19 North Main Street. Office hours are Monday through Friday, 9:00a.m. to 5:00p.m. The telephone number is 253-6420. The website is www.enfield-ct.gov

Each class is offered once a week for eight weeks beginning Monday, October 2, 2006 unless otherwise noted. All **classes are held at the Angelo Lamagna Activity Center** (unless otherwise noted in program description).

Cancellations - Fall classes will **NOT** be held on the following holidays, unless otherwise noted:

| | |
|--------------------|---------------------|
| Columbus Day | Monday, October 9 |
| Veteran's Day | Friday, November 10 |
| Thanksgiving Break | November 23 & 24 |

Cancellations and postponements will be announced on “WFSB” Channel 3, “WVIT” Channel 30, “WTIC,” “WHYN-AM,” and “WDRC” or call the Recreation Department recording at 253-6420. The department reserves the right to set a maximum for each program and to cancel any program due to insufficient registration. Classes are not held on school holidays or when school is closed due to inclement weather.

Refunds for withdrawal from classes are issued for medical reasons only upon receipt of a doctor’s note. No refunds or transfers are made after the second class is held. Money is not refunded for unattended classes. There will be a \$10.00 fee charged for all returned checks.

Classroom Rules - Parents are asked to leave the classroom area after the first class but are invited back for the last class. This rule is for the safety of your child. Children tend to be distracted if parents are allowed to stay. Instructors need a child’s full attention for them to benefit from a class.

HIPAA Compliance Program - The Town of Enfield, CT is required by law to maintain the privacy of certain confidential health care information, known as Protected Health Information (PHI), and to provide you with certain information with respect to the way the Town manages, uses and/or discloses your PHI. The Town is required to abide by the terms of the version of this Notice currently in effect.

The Town may use PHI for the purposes of treatment, payment and health care operations, in most cases without your written permission.

If you have a health concern noted on your registration form, you will be sent the Notice of Privacy Practices. If you have any questions regarding HIPAA compliance you may contact:

Gail Miller, Privacy Officer
Town Hall
820 Enfield Street
Enfield, CT 0608
(860) 253-6404

RESIDENCY POLICY

The Town of Enfield will give preference to Enfield residents participating in Recreation Division activities. An Enfield resident is defined as a citizen whose primary residence is in Enfield. This privilege will be extended to dependent children of Enfield residents even if the children live in another town.

Enfield residents will be allowed to register for all programs and Recreation Division sponsored sports leagues at the initial registration date for all seasonal offerings. Proof of residency will be required at the time of registration. Acceptable forms of ID are: valid driver's license, tax bill, utility bill, renter's/homeowner's agreement.

Registrations for non-residents will be accepted if space is available 1 week after the initial program and Recreation Division sponsored sports leagues registration dates for Enfield residents. A 25% surcharge will be added to the user fee for each individual registration. Non-residents are not eligible for enrollment in free programs or for season passes.

Sports leagues not affiliated with the Enfield Recreation Division who use Town facilities, will be required to follow the residency policy. Team rosters will be required to follow the membership chart listed below:

| <u>Number of Players</u> | <u>Number of Non-Residents</u> |
|--------------------------|--------------------------------|
| 1-4 | 0 |
| 5-9 | 1 |
| 10-14 | 2 |
| 15-19 | 3 |
| 20-24 | 4 |
| 25+ | 5 |

Maximum number of 5 non-residents per team roster

Enfield businesses will be allowed to sponsor a team but players must be Enfield Residents or work full time for that Enfield business (primary location of work).

Non-residents wishing to participate in the USS Swim Team and/or the Dolphins' Swim Team shall pay the full cost per participant.

Adopted by Town Council: May 21, 2001 (Resolution # 5295)
Amended: August 20, 2001 (Resolution # 5436)
Amendment # 2: October 21, 2002 (Motion # 6222)
Effective: March 1, 2003